

Emergency Bin Criteria Draft

Education Code Sections 32280-32289 requires that each school district develop emergency response plans. These sections do not give specific details about what should be included in these plans. They give a loose framework for setting up a committee (i.e. schoolsite council may delegate to a school safety planning committee, which should be made up of the principal or designee, one parent whose child attends, law enforcement, etc.). They also give a loose framework for types of procedures that should be included (i.e. disaster procedures, routine and emergency including adaptations for pupils with disabilities). However, it does not say what emergency supplies should be kept on site, where they should be kept, or who should have access to them. Nor could I find any requirement for emergency bins in the Education Code. This is left entirely up to the local governing board.

CDE has a publication, "Crisis Response Box: Partnering for Safe Schools" on our web site that does have information that could be useful in helping a school district put together an Emergency Preparedness Plan. It may be found at the following web site.

<http://www.cde.ca.gov/ls/ss/cp/documents/crisisrespbox.pdf>. This document gives tips on how the district can accomplish their emergency response plan, has check-lists, lists of procedures that should be considered when developing the plan, etc.

This document does *not* give guidance to locating emergency bins, or who should purchase or replenish the supplies kept in them. The "Crisis Response Box" discussed in this document, is a small box that the principal should have readily available that contains minimum essential tools (including procedure lists, maps, lists of responsible personnel — all critical information in one place).

To develop guidelines for locating and supplying the emergency bins, the following should be included in these guidelines:

Location on school site

1. Place so that it is easily accessed by school staff and community agencies.
2. Place a key lockbox in an accessible location so that school staff and community agencies that require access can readily gain access.
3. Coordinate location and supplies with community
4. Do not place under power lines.
5. Do not place on low point of site that is likely to be flooded.
6. Do not place in playfield areas so as to obstruct physical education teaching spaces.
7. Do not place in a location that will create a hiding space that that cannot be supervised by faculty and staff.
8. Do not block fire lane

Minimum Essential Emergency Supplies

1. Water (qty?)
2. Non-perishable food (canned, dry, vacuum-packed) (qty?)
3. Blankets, sheets, pillows, disposable pillow covers, etc.
4. Matches
5. Sewing supplies (needles, thread, safety pins)
6. scissors
7. Tarps
8. Shovels
9. Basic tools (hammers, saws, screw drivers, wrenches, pliers, etc.)
10. Duct tape
11. Large plastic trash bags
12. Flashlights
13. Batteries
14. Battery-operated radios or television
15. Communications equipment (two-way radios, cell phones)
16. Generator(s)
17. Fuel for generator
18. First-aid supplies (list given in "Crisis Response Box: Partnering for Safe Schools")
19. Disposable gloves
20. Tents

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